emended

User Guide for *Students*

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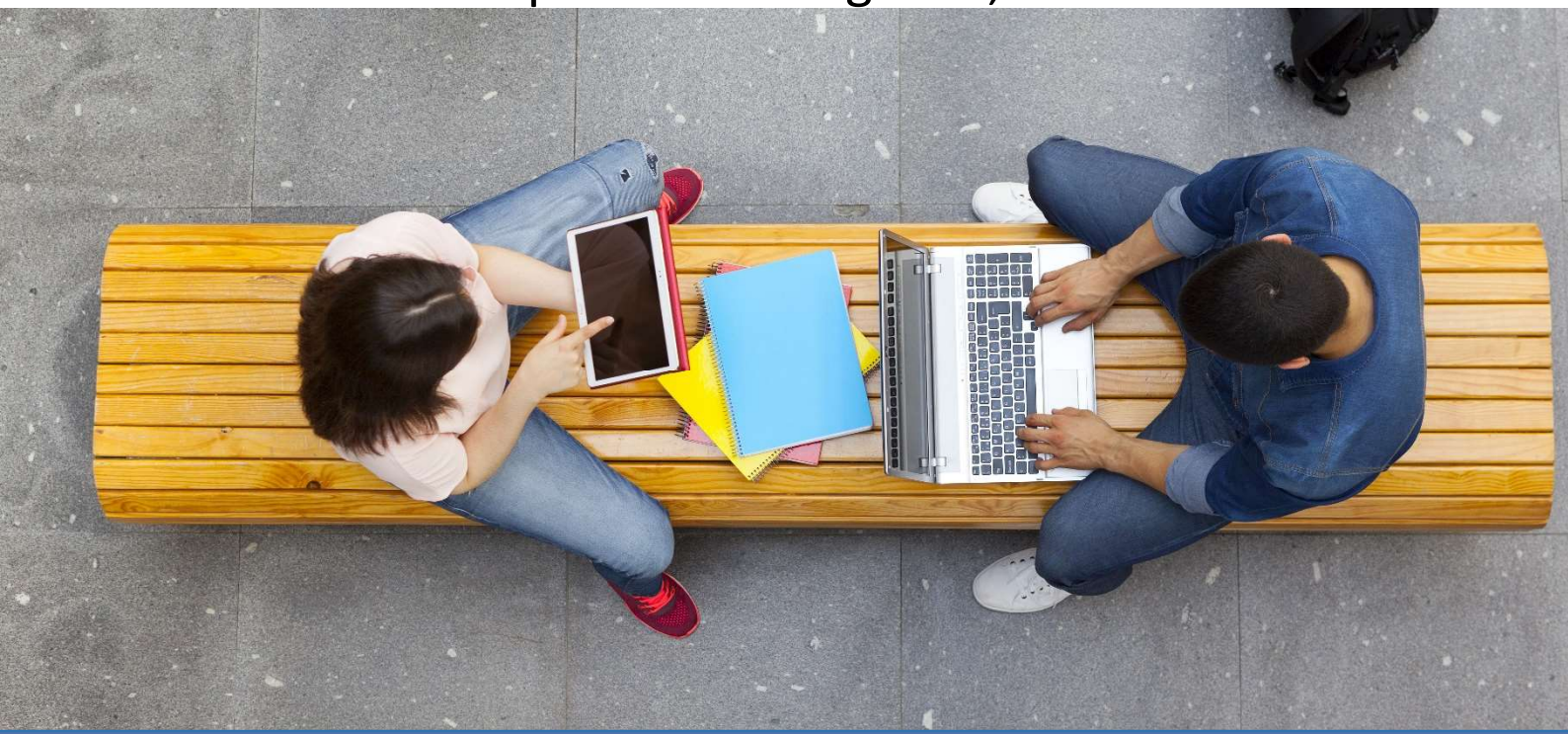

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1 Welcome to Emended

One of the best resources you have as a student is the feedback you receive on your work. With Emended, you'll get faster and better feedback on written assignments, including the on-the-go convenience of having it all online and in one place. Emended is easy to use and, best of all, free for students!

If you're just getting started with Emended, cover the basics by reading the following:

1. Getting your free Emended student account
2. Enrolling in a workspace
3. Creating submissions and reading feedback, including our Guidelines for documents before uploading

While you wait on your teacher to share feedback, stick around and continue reading to learn more about using Emended as a student! And if you have questions that are not addressed in this guide you can always send an email to support@emended.com. We're happy to help!

Your Emended Team

2 Getting your free account

Emended is a web-based application that works in most browsers, which means you don't need to download or install any extra software on your computer.

As a student, getting your free *Participant* account is easy. You can either:

1. Sign up for your free account here. You'll enter your name along with an email address and click 'Sign up for free'. Follow the link we then send to your email to finish the account registration process.

2. Or, for Google account users, go to Emended's Login page and click the Google button. Creating your account with Google skips having to retrieve a link from your email and allows you to complete the account registration process all in one go!

   Quick tip: It's also possible to be signed in to Emended automatically by just single-clicking a link from within your Learning Management System (LMS). That means if you're already using an LMS, like Moodle or Blackboard, and that LMS has a link or button for Emended, you can create your free student account by simply clicking the link and completing the sign-up process that follows. Check out Accessing Emended from your LMS to see if that's an option available to you, and if so, how it all works.

For what's next after joining Emended, see also Enrolling in workspaces and accessing tasks!

3 Finding your way around

Once you're logged in to your account, navigation in Emended is quick and simple.

The **Title bar** at the top of the page serves two important functions. One function shows *Participant* right next to the Emended logo and that's because as a student in Emended, this is your **Role**. Unless you have yet to enroll in even a single workspace, next to your **Role** in the **Title bar** is always the **Space** you're working in, which we'll get more into below!

Across from your [**Role**|**Space**] in the top-right corner is your Emended username. By clicking [**Your username**], you're able to access **Your account** for Modifying your personal account settings (like password changes and when to receive notifications), change between site languages of Finnish or English, and lastly when ready, log out from your session with Emended.

Just below the **Title bar**, the **Menu bar** links you to your **Homepage**, **Workspaces**, and **Reports**. Under your **Homepage** is where you'll find your smart-access *Dashboard* - a live display of all your assignments, including those you haven't even started yet or that are still works in progress! Read on for more about how Emended keeps you up-to-date on all your assignments through your own *Dashboard*.

3.1 User roles in Emended

All student-users of Emended are *Participants*. As a *Participant*, you can enroll in workspaces, create/send submissions, receive feedback, and even check out statistics, or reports, on what kind of feedback you've been getting.

Other **Roles** in Emended include the *Instructor* and *Team admin*. *Instructors* are who, for example, will be sending you email invitations to join workspaces and commenting on the work you submit! *Team admins*, on the other hand, take care of managing team spaces (more on that below) that you may or may not also find yourself active on.

3.2 Spaces in Emended

So your *Participant* role describes *what* you do. But *where* you do it? That's your **Space**.

Next to the Emended logo, the **Title bar** shows both your **Role** (*Participant*) and current **Space** (but if seeing only your **Role**, don't worry - that's just because you haven't enrolled in a workspace yet and by extension, don't have a **Space** actually to work in). Just as with courses being taught at different schools and by different teachers, your workspaces in Emended can be found in different places. That's because whatever your school, university or institution, each can have their own team spaces in Emended. And this goes for the teachers themselves too!

Clicking your [**Role**|**Space**] next to the Emended logo actually leads you to your own **Portal page**, where, if you need to, you can quickly switch between any and all your spaces. If the **Portal page** looks familiar, it's because users who themselves have access to more than one space are taken to the **Portal page** automatically after every login. Can't click your [**Role**|**Space**] in the **Title bar** or don't see any **Portal page** after logging in? That's because as a user with access to a single space, you're already where you need to be!

> **Quick tip**: Because the workspace(s) of one space won't be accessible from any other spaces, make sure you're searching in the right space if you find yourself unable to find certain tasks, submissions or feedback!

3.3 Your smart-access dashboard

From **Home**, your smart-access *Dashboard* sits front and centre. Disciplined in the art of keeping track of all your assignments and submissions, the *Dashboard* automatically sorts content by whether an item is **Pending**, **Received**, **Reviewed** or **Done** and the number shown for each of these categories is exactly how many submissions of each there are. If you have access to more than one space, the *Dashboard* includes only those submissions of the space you're presently working in.

Below the *Dashboard*, you'll see a submissions list for the category that is currently selected above it. By clicking the individual buttons for each category, you can switch between your different submissions that are **Open**, **Submitted**, **Reviewed**, or **Done**. Starting an assignment for a task, returning to one, or viewing its history in detail are only a click away, leaving every step of the process at your fingertips.

> **Quick tip**: To view at any point any version of an assignment or even the feedback you've received, open that assignment's *Task history* by simply clicking your name! *Task history* also provides you with an activity log showing the dates and times of relevant events throughout a submission's lifecycle.

As for the categories themselves, **Open** simply means you haven't yet started an assignment, or are still working on it and haven't submitted anything. **Submitted** means just what it sounds like - that you've already submitted an assignment. Assignments that have been commented on by an *Instructor* appear under **Reviewed**, and as soon as you open a reviewed assignment (that is, one with feedback!), it will pass on to your **Done** category.

If and when you're assigned to complete a task requiring you to make multiple submissions (that is - you'll write, receive feedback, and rewrite based on the feedback you receive), the submission process works much the same way as before. Your submission will first move from **Open** to **Submitted**, and then **Reviewed** after it's been commented on by your teacher. For easy access to your last-submitted version, Emended automatically moves that submission back to **Open** after you've opened it from **Reviewed**, so that working right away on your resubmission is as easy as going to your *Dashboard* and just clicking 'Start writing'!

There's no place like **Home**, but other places you'll want to visit include Sections 4-6 of this guide for easy-to-read introductions on Emended's **Workspaces, Submission page,** and **Reports**!

4 Enrolling in workspaces and accessing tasks

Workspaces are exactly what they sound like - spaces for your work. In Emended, teachers create and manage workspaces where students just like you are invited to work on, be challenged by, and learn from the tasks assigned to them. These spaces are conveniently online, so think of them as digital classrooms for all your course content and activity, as well as student-teacher interaction!

4.1 Enrolling in a workspace

There are two ways for students to enroll in a workspace - by link, or by **Access code**. Both take you to the same page with information on the workspace you're about to join and an 'Enroll' button which you click to, you guessed it, enroll.

- Enrolling by link:
    - Clicking the link you receive from your teacher will require you to log in (if you haven't already) before taking you to enroll in your workspace. For students without an Emended account, first sign up for your free account! (Read Getting your free account for more information)
- Enrolling by **Access code**:
    - If you have an **Access code** and no link, just log in to Emended and visit **Home** from the **Menu bar**. Next, click the 'Enroll in workspace' text opposite *Your tasks*, then enter your **Access code** into the pop-up. For students without an Emended account, first sign up for your free account! (Read Getting your free account for more information)

4.2 Understanding workspaces, tasks, and task workflows

Visiting **Workspaces** from the **Menu bar** shows you all the workspaces you've successfully enrolled in. If you have access to more than one **Space** (see Spaces in Emended), then **Workspaces** shows you all your workspaces just for the space you're currently working in.

By clicking the name of any workspace under *Your enrollments*, you're taken to the main page for that workspace, which includes your own **Tasks in workspace** tile. **Tasks in workspace** lists exactly that - all tasks of the workspace, including important details like when your deadlines are, what you've started writing and what you haven't, or the option of seeing an individual *Task history* for one task specifically by simply clicking its author's (your) name.

Ready to jump into your first task? Just click 'Start writing'!

Every task has a **Task workflow** that has been set by your teacher. That means for every task you're expected to send either *one submission*, or then a *specified* (certain) or *unspecified* (uncertain) *number of submissions* before the task is marked complete, or **Done** - more on that in Your activity feed and dashboard. Any deadlines your teacher has specified for one or any number of submissions are shown below the **Workflow.**

> **Quick tip**: Although in Emended you'll always be able to submit an assignment, it doesn't mean that your assignment was done on time! Pay attention to the task deadlines your *Instructor* has attached to each submission, especially if your tasks have been set to workflow options 1 (*one submission*) or 2 (*specified number of submissions*).

Lastly, if you ever want to discontinue and stop enrollment in a workspace, just open said workspace and click 'Disenroll' from right under its name! Disenrolling from a workspace means you'll also lose access to any submissions sent to that workspace, including the comments on those submissions. So, unless you've altogether enrolled in the wrong workspace, Emended recommends keeping your enrollment open so your submissions and feedback will always be there for you when you need them.

5 Creating submissions and reading feedback

You can create and access submissions either via the **Homepage** from your *Dashboard*'s **Open** list, or then from the **Menu bar** by going to **Workspaces** > *Choose workspace*. When you've found the task you were looking for, simply click 'Start writing', or in the case you've already started working on it but had yet to finish, 'Continue writing'.

5.1 Creating a submission

The first thing on top of your **Submission page** is an information box with key points like task name, deadline (optional) and a description of what exactly you're being instructed to write on.

There are two ways actually to create a submission - write directly into Emended's **Text editor**, or upload a document from outside Emended by clicking 'Upload document' from the **Submission page**. Most importantly, make sure not to copy-paste an assignment (or any parts of text) into Emended that's been typed up elsewhere, as it's not a viable option!

Emended's **Text editor** is as easy to use as clicking it and starting to type. You can take advantage of basic formatting functions (like **bold**, *italics*, bullet points, and text positioning) by clicking the respective icons from the formatting toolbar atop the **Text editor**.

Uploading a document is equally as easy by just clicking the 'Upload document' button from the **Submission page** itself. Emended currently supports documents in the Open Office XML (.docx) format, which is the default format of Microsoft Office versions 2007 through to today. Other office platforms and products (such as Apple's Pages, Google Docs, LibreOffice, as well as pre-2007 Microsoft Office products) allow for easy conversion of documents into Open Office XML, so if you're a user of any of these platforms or products, please first save your document in the (.docx) format before uploading to Emended.

> **Quick tip**: After uploading a document to Emended, take a moment to look over your work before clicking 'Submit'. The text-conversion process when uploading is a tricky one and can sometimes result in formatting changes between versions of the same text. See more on this topic below.

5.2 Guidelines for documents before uploading

So we've covered how documents you upload to Emended need to be in Open Office XML (.docx) format. We also talked about how the text-conversion process when uploading is a tricky one that can result in formatting changes between an original version of a text and its uploaded counterpart. To help make those changes as few as possible, below are guidelines for documents created elsewhere that list what features Emended's **Text editor** recognises in such documents (Supported) and then what features are not recognised (Not supported):

Supported:

- Basic text formatting (**bold**, *italics*, ~~strikethrough~~, super^{script}, sub$_{\text{script}}$)
- Headings
- Line breaks (to start a new line or paragraph)
- Simple bulleted and numbered lists
- Simple tables (expect custom borders, background, and widths to reset)
- Inserted images
- Inserted links

Not supported (examples):

- <u>Underline</u>
- Different fonts, text colors and text-background colors
- Page breaks (to start a new page)
- Paragraph indentations and text alignment (centre, right, justified)
- Complex layouts and multi-column tables

5.3 Sending a submission

You don't ever have to worry about losing your work - Emended's **Submission page** auto-saves as you type in it. When you're done writing and ready to turn in your submission, just click 'Submit' to send it off to your teacher.

If you're not quite done but are ready to log out of your session or even stay on Emended to work on something else, click instead 'Save draft'. Your assignment will be saved just how you left it and ready for you to continue with the next time you log in or return to the task.

5.4 Reading feedback

The feedback you receive is one of your best resources as a student to advance in your studies. This is why you're notified via email the moment you receive feedback on an assignment in Emended - see Modifying your personal account settings if you'd prefer to turn off feedback notifications. To open the feedback you received on an assignment, you first need to access the submission itself, which can be found either at **Home** > *Dashboard* > *Reviewed*, or from **Workspaces** > *Choose workspace*.

When reopening your submission, the tile that pops up is confirmation for your teacher that you have received their feedback. The **Overall comment** left by your teacher is the first thing you see for a reason - it's their impression of your work in general, and can also address things you've excelled at, that they're impressed by, or what you still need to improve on.

There are three basic ways to review your feedback. When viewing the assignment from the **Submission page**, you can either scroll through the text with your mouse

and click each highlighted portion of text, or surf over to the right side of the screen and flip through the comment tiles individually. If you'd prefer to read through your comments without interacting with the **Submission page** at all, you can also scroll below the **Text editor** to the **Summary of comments**, which presents all your feedback in the convenience of a list.

6 Generating reports on comments received

The last stop on your **Menu bar** is **Reports**.

As a student, you owe it to yourself to stay updated on what you're doing well at and also where you could use more help. A feature better explored than explained, **Reports** is where you see an up-to-the-minute, visual breakdown of exactly that - in what ways you've gotten the most comments and then also, the least!

The neatest thing about reviewing the feedback you've received is the organisation in **Reports** that Emended offers you. After clicking 'Comments I've received', be as general or specific as you want in seeing your data by using the *Filter* function. Expanding the *Filter* by clicking 'show' and checking or unchecking the options for *Workspace* and *Task* lets you narrow down comments by where they were received. A natural self-evaluation tool, **Reports** is designed to grow with you as you progress in your studies.

7 Accessing Emended from your LMS

A Learning Management System (LMS) like Moodle or Blackboard can automatically log you in to Emended if your educational institution has already connected their

space in Emended to your LMS. And accessing Emended in just a click of a link from your LMS means one less login to manage!

When accessing Emended from your LMS for the first time, you'll have to verify first the email address you're using for your LMS account and, second, connect your Emended account - whether an existing account or a new one - to your LMS account. So:

- If you already have an Emended account:
    - Log in to Emended either through Google or by entering your email and password. As soon as you're logged in, click 'Connect my account' to establish the connection.
- If you don't yet have an Emended account, you'll need to create one by following one of two options:
    - Sign up for an account locally with just your email address. Next, you'll receive a link in your email inbox that takes you to the account registration page. Enter a password and then click 'Start using Emended' to finish registering and establish the connection.
    - Sign up via Google. You'll be directed to the account registration page immediately after signing up and, after registering, can click 'Connect my account' to establish the connection.

Once you've connected your LMS and Emended accounts as described above, you'll automatically be logged in each and every time you click the Emended link or button from your LMS. Moreover, rather than arriving at your **Portal page** (as described in Spaces in Emended), you'll be taken directly to your *Dashboard* for the team space of the educational institution that you're logging in with.

8 Modifying your personal account settings

Your account is exactly what you think it is - the place you go to manage your account with Emended. No matter what space you're working in, clicking [**Your username**] from the **Title bar** shows you the current settings for your personal account and gives you the opportunity to make changes that work best for you:

- *Profile*: Check or change your username and email address; the email address shown here is where we'll send obligatory system emails like when we're helping you change your password

- *Authentication*: Update your password or (for student-users who until now have only logged in with their Google account) click the option for creating one

- *Notifications*: Manage preferences for receiving email notifications on things like receiving feedback from teachers or workspace enrollments